Job Title: Software Developer  
Job Category: EEO-2

Department/Group: Computer Services  
Tested: No

Exempt: Yes  
Classified: No

Level/Salary Range: $44,900 - $60,000/Annually  
Position Type: Full-Time

Appointed: Yes  
Hours: 8:00am - 5:00pm, hours may vary

Summary

Working under the direction of the Computer Services Manager, the incumbent is responsible for creating or using information from project specifications, standards of fact and/or problem descriptions to develop or modify computer programs, reports and databases. The incumbent works closely with users in various City departments and with vendors who supply software applications, in order to ensure that end users can accomplish their work tasks through the use of computers, databases, and reporting.

Job Description

SUPERVISORY RESPONSIBILITIES

Limited supervisory responsibility in the absence of the Computer Services Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Analyzes software problems and develops workable solutions;
- Consults with Computer Services Department staff and other City employees concerning programming needs;
- Maintains and adjusts computer applications to meet the needs of city Departments;
- Maintains the integrity of the City’s data, and outlines the procedures for routine backup of all data, programs, and documentation;
- Writes procedures for conversion or movement of data from the City’s database to interested third parties;
- Works on a variety of database systems, including Microsoft SQL, MySQL, Microsoft Access, and others;
- Analyzes, reviews, and suggests changes to applications, increasing operating efficiency or improving programs to accommodate new requirements;
- Writes or interprets instructions to guide City personnel in the appropriate use of software;
- Assists in training City personnel and others to use computer equipment and applications;
- Assists computer users when they have questions. Acts as first line help desk, and discusses problems with application vendors to resolve more complicated issues;
- Evaluates resource needs; and researches software needs;
- Performs general troubleshooting on end user systems;
- Responsible for light network adjustments to resolve connectivity and filtering issues;
- Performs other duties as required.

LICENSES AND CERTIFICATIONS

Not required for this position; although it is expected that the incumbent will acquire or will have acquired training from the manufacturers of the systems and hardware that the City uses or will use.

EDUCATION AND/OR EXPERIENCE
Bachelor’s degree in a field related to Computer Science is preferred, and/or extensive relevant experience. Degree emphasis should be on programming, information management, or computer engineering.

OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES

- Problem identifying and problem solving skills are critical;
- Ability to make decisions based on sound judgements and experience;
- Ability to follow commonly used methods in the Computer industry;
- Excellent communication skills both verbally and in writing;
- Ability to interpret and explain technical data;
- Must have excellent keyboarding skills;
- Ability to establish and maintain cooperative working relationships with employees, officials, other agencies and the general public.

TECHNICAL KNOWLEDGE SPECIFIC TO THIS POSITION

The incumbent must demonstrate advanced knowledge of MS Visual Studio, & Visual Basic programming language; Microsoft SQL; Crystal Reports; MS Internet Information Server(IIS); Microsoft Server (2008r2 & 2012r2); Windows 7, 10; Preferred knowledge in PowerShell; Active Directory; Hyper-V; Linux OS’s, MS Access; and any other applications which the City uses or intends to use.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

This job is primarily sedentary, involving minimally difficult lifting, pushing, and moving of objects that could weigh up to 50 pounds. The job also requires a moderate amount of time standing walking, bending, climbing, stretching; and the regular repetitive use of arms and hands, pushing, pulling, and manipulating objects. Must be able to use hands, eyes, and fingers to operate computer equipment. Must have excellent keyboarding skills.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job is accomplished primarily indoors, protected from weather elements, but not necessarily in climate-controlled indoor conditions.

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